



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

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mhd.nv.gov

**CERTIFICATE OF EMPLOYMENT FOR A
RESPONSIBLE MANAGING EMPLOYEE (RME) OR SALESPERSON**

Please check the box that applies:

- ☐ NRS 489.341(1)(b) Hiring an RME or Salesperson who has not been previously licensed by the Division.
- ☐ NRS 489.305(2) Assigning an RME to a branch office.
- ☐ NRS 489.341(6) Transferring a license of an RME or Salesperson within 10 days of the employee leaving their previous employer. Include a \$10 fee.
- ☐ NAC 489.360(1)(j) Reactivating a license of an RME or Salesperson from inactive or suspended status prior to the expiration date of the license. Include a fee of \$100,

Please note: When an RME or Salesperson is transferring to a new employer or the license is being reactivated, the employee may not act as an RME or Salesperson until the Division has received this form, along with the corresponding fee.

To be completed by the supervising licensee on record with the Division.

RME or Salesperson's Name: _____

Business Name: _____ MHD License #: _____

Address of Business: _____
(This is the location where the employee will be working)

CITY STATE ZIP

Office Phone Number: _____

I, _____ of _____
PRINT – Licensee on record with MHD Business Name

certify that it is my present intent to employ the above named applicant and that if a license is issued I will exercise careful supervision over his/her activities while he/she is employed by me.

Employer's Signature - Licensed Owner or Corporate Officer

Date